



Drug and Alcohol Advisory Board
c/o SLO County Drug and Alcohol Services
2180 Johnson Avenue
San Luis Obispo, CA 93401
805-781-4290

Bylaws
Revised November, 2008

ARTICLE I

NAME

The name of the Board shall be the San Luis Obispo County Drug and Alcohol Advisory Board (DAAB), herein referred to as the Board.

AUTHORITY

The authority of the Board is set forth in provision of the Health and Safety Code Sections 11805 and 11752.1(e) of the State of California.

ARTICLE II

GOALS

The goals of the Board shall be:

1. Evaluate the community drug and alcohol use and support positions leading to alternatives.
2. Advise the County Drug and Alcohol Program Administrator on net negotiated contract development.
3. Act in an advisory capacity to the County Drug and Alcohol Program Administrator on implementation of program services in the net negotiated amount contract.
4. Report its findings and recommendations to the designated County Drug and Alcohol Program Administrator. The Board may report part or all of its findings and recommendations to the Board of Supervisors.
5. Inform the County Board of Supervisors concerning program evaluations and unmet needs.
6. Promote an alcohol and other drug abuse free society.

DUTIES

The duties of the Board shall be to:

1. Assist in the organization of contract development and be concerned with the areas of evaluation, finance, community education, prevention activities, treatment services, and enforcement effects in the county.
2. Educate and encourage the public to understand the nature of alcohol and other drug problems, and encourage community support throughout the county for development and implementation of effective alcohol and drug programs.

3. Review and comment upon the net negotiated amount contract prior to submission to the Board of Supervisors.

ARTICLE III

MEMBERSHIP

There shall be a maximum of sixteen (16) members and a minimum of twelve (12) members on the Board. Should unanticipated vacancies reduce the number of Board members to fewer than twelve (12), the Board will make a concerted effort to recruit new members so as to reestablish the required minimum membership. Board activities and functions will continue unchanged during this active recruitment effort.

A current membership list with terms of office shall be a matter of public record. Members shall have a professional interest in, or personal commitment to, alleviating problems related to alcohol or drugs in San Luis Obispo County. The membership shall include representatives from various economic, social, and occupational groups and shall be broadly representative of the demographic characteristics of San Luis Obispo County. All members shall be residents of San Luis Obispo County.

The Board shall not include any person, or his/her spouse, who is any of the following:

- (1) Member of a board of directors, advisory group, or employee of any county operated or county contract provider of county drug and alcohol treatment or prevention programs, or of any program approved pursuant to Chapter 9 Section 11837 Drinking Driver Programs.
- (2) Direct recipient of any state alcohol or drug funds allocated under this part pursuant to a contract with the San Luis Obispo County Health Agency, which shall include compensation for contracted services or membership on an advisory body or board of directors of the recipient agency.
- (3) Member of the Board of Supervisors or person on the staff of the Board of Supervisors.
- (4) County employee or their spouse of the County Health Agency with which the County Drug and Alcohol Program Administrator may be affiliated.

The Board of Supervisors may, by resolution, designate further categories of persons who may not serve on the Board as long as the prohibitions are consistent with the intent of this section. It is the intent of the Legislature in authorizing the Board of Supervisors to designate further categories, that the integrity of, and the community's confidence in, the Board be maintained.

The members shall be appointed by the Board of Supervisors upon nomination by the Board.

DUTIES OF MEMBERS

1. Attend all regular meetings.
2. Contact designated County Drug and Alcohol Program Administrator or Chairperson if unable to attend.
3. Participate on sub-committees.
4. Become aware of the needs and current services of the County Drug and Alcohol Program.
5. Commit the time necessary to fulfill duties as a member of the Board.

TERMS OF MEMBERSHIP

The term of membership will be three (3) years with terms staggered to allow for continuity. The Board may recommend reappointment of members for consecutive terms. Such recommendations will be based on expressed interest and performance on the Board.

Upon resignation of a member, that member's term shall be considered vacant on the date the resignation is received by the Board of Supervisors. The person appointed to replace the member who resigned will serve until that member's term expires.

YOUTH REPRESENTATION

The Board may elect two (2) youth representatives to a one (1) year term on the Board who shall be voting members and not included in the establishment of membership limits or quorums.

VACANCIES

The Board shall recommend persons to fill vacancies to the San Luis Obispo County Board of Supervisors using public notice as required by law.

ARTICLE IV

OFFICERS

The officers of the Board shall be Chairperson and Vice-Chairperson. They shall be elected by the members annually at the regular meeting in May to take office at the regular meeting in June. Terms of office shall be one (1) year. Officers may serve consecutive terms at the discretion of the Board.

DUTIES

Duties of the Chairperson shall include:

1. Preside at all meetings.
2. Call special meetings when necessary.
3. Appoint committee chairpersons.
4. Establish special committees as directed by the Board.

5. Notify the San Luis Obispo County Board of Supervisors when vacancies or prolonged absences occur.
6. Coordinate with the Administrator for preparation of the agenda for each meeting.
7. Notify the County Clerk/Recorder when a member has resigned from or vacated a position on the Board and request a public posting of the vacancy.
8. Sign Board recommendations.

Duties of the Vice Chairperson shall include:

1. Act as Chairperson during Chairperson's absence.
2. Verify that a quorum has been established and record attendance at all regular meetings.
3. Become available for the office Chairperson at the expiration of the Chairperson's term and pending election by the Board.

VACANCIES OF OFFICERS

Should the office of Chairperson be vacated, the Vice Chairperson shall become the Chairperson for the remainder of the term. A new Vice Chairperson shall be elected to fill the remainder of the term.

ELECTION OF OFFICERS

Nominations for officers shall be made by the ad hoc membership committee. There may be nominations from the floor. A candidate shall be elected by simple majority vote.

ARTICLE V

MEETINGS

Regular meetings will be held at least bi-monthly and shall be set by the Board. All meetings shall be open to the public and shall be subject to the provisions of chapter 9 (commencing with Section 549050) of Part 1 of Division 2 of Title 5 of the Government Code, relating to meetings of local agencies.

QUORUM

A quorum shall consist of a majority of the duly appointed members of the Board. A majority vote shall be a majority of those present and voting.

ATTENDANCE

Legally appointed Board members shall be considered in good standing if they have no more than three (3) consecutive absences or four (4) absences throughout any calendar year of their appointment. A member not in good standing may be considered to have vacated his/her position on the Board unless the member appeals to the Board and is reconfirmed.

AGENDA

The agenda for regular meetings shall be prepared in consultation between the Chairperson and the Administrator, and distributed by staff to each member at least five (5) calendar days prior to the meetings. All support materials to be considered by the

Board shall accompany the agenda. Copies of the agenda shall be made available to the news media and to the general public at each meeting.

AGENDA DEADLINE

All matters to be included on the printed agenda must be submitted to the Chairperson at least ten (10) calendar days preceding the meeting.

AGENDA NOTICE

Copies of agenda for regular and special meetings shall be sent and/or posted subject to the provisions of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code, relating to meetings of local agencies.

ARTICLE VI

COMMITTEES

Standing committees and special committees may be established.

SPECIAL COMMITTEES

Special committees shall be appointed by the Chairperson to deal with priorities established by the Board. Special committees may include community members as well as Board members.

From time to time, vacancies may occur on the Board. At such time, the Chairperson may appoint an ad hoc membership committee with responsibility for:

1. Publicizing and soliciting applications for board membership.
2. Accepting applications and interviewing the applicants.
3. Recommending qualified applicants to the Drug and Alcohol Advisory Board.
(As provided in an Article III of these bylaws, the Drug and Alcohol Advisory Board nominates persons for appointment by the County Board of Supervisors.)

The ad hoc membership committee may ask community representatives to help select applicants so that recommended applicants broadly represent the demography of San Luis Obispo County.

OTHER BOARDS AND COMMITTEES

The Board shall maintain liaison with other advisory boards and committees to ensure continuity of services to the community and assist in the prevention of duplications of services. While California Code of Regulations, Title 9, Division 4, Chapter 2, Article 2, Section 9404 states that in counties whose population exceeds 125,000, advisory board members shall not serve on other health-related advisory boards, the Drug and Alcohol Advisory Board of San Luis Obispo County finds it invaluable to continue to liaison with other advisory boards and committees. Therefore, a Liaison member from other health-related advisory boards may be appointed to the Drug and Alcohol Advisory Board. Such a liaison member will serve as an ex-officio member, appointed for a period of one year, at the discretion of the chairperson, without current voting rights and is not

considered in the establishment of a quorum. There will be a maximum of three current ex-officio members per year.

ARTICLE VII

AMENDMENT OF THE BYLAWS

Amendments to these Bylaws must be submitted in writing at a regular or special Board meeting for approval by two thirds vote at a subsequent regular or special meeting. These Bylaws shall be reviewed annually by the Board for changes in the Health and Safety Code.